

Idaho Legislature

INTERNSHIP APPLICATION INFORMATION

2023 Session

Who May Apply

Legislative internships are unpaid positions. Internships are open to undergraduate and graduate students. All students seeking to be selected as interns must be approved by their institution and must have a faculty sponsor who will oversee the student's internship. Arrangements for academic credit must be made directly between students and their institutions.

Availability

Internships will be served during the 2023 Legislative Session at the Idaho State Capitol building in Boise. The session will begin on Monday, January 9, 2023, and is expected to conclude in late March or early April. Applicants should indicate their preferred work days and times on their application.

Attachments

Applicants must submit a one-page personal statement, their most recent transcript, and a current résumé with their application. The personal statement should detail the applicant's qualifications and interest in a legislative internship. The résumé must include three references. Applicants who fail to submit all required materials will not be considered for an internship.

Interview

Appointment to an internship may be dependent on a personal interview. Applicants may be asked to sit for an interview with members of the Legislature prior to being appointed as interns.

Orientation

All interns must attend a half-day orientation early in the legislative session. Additional information about the orientation, including the date, time, and agenda, is forthcoming.

Submission Information

Students seeking an internship must submit their application materials by **Friday, November 11, 2022**. Questions may be directed to Paul Headlee, Legislative Services Office, at 208.334.4746 or pheadlee@lso.idaho.gov.

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INTERNSHIP APPLICATION

2023 Session

APPLICANT INFORMATION

Name:

Phone:

Email:

Permanent Address

Street:

City:

State:

ZIP:

School Address

Street:

City:

State:

ZIP:

Year in School:

Area of Study:

Cumulative GPA:

SCHOOL INFORMATION

Name of institution granting credit:

Name of faculty sponsor:

Title:

Phone:

Email:

INTERNSHIP PREFERENCES

Assignment

Have you been offered an internship by a member of the Legislature or by legislative staff? If yes, please indicate with whom you will be serving your internship:

If you have not yet been offered an internship, please circle or highlight below with whom you would like to serve. (You may choose more than one.)

House Majority

Senate Majority

No preference

House Minority

Senate Minority

Availability

Please indicate your availability to work below.

Start date:

End date:

Anticipated work hours per week:

Anticipated credits to be earned:

Anticipated times you will be available to work by day:

Monday	Tuesday	Wednesday	Thursday	Friday

ATTACHMENTS

Please submit the following with your application:

1. A one-page personal statement detailing your qualifications and interest in a legislative internship;
2. Your most recent transcript; and
3. A current résumé, including three references.

By submitting this application, you attest that all the information contained herein is accurate.

*Please submit your application and attachments to Paul Headlee, Legislative Services Office, at pheadlee@lso.idaho.gov or at the address below by **Friday, November 11, 2022**.*

Legislative Services Office – Central Administration
ATTN: Paul Headlee
P.O. Box 83720
Boise, ID 83720-0054